

FREE MCLE
Mandatory Training for Temporary Judges and
Settlement Conference Attorneys

In order to serve or continue to serve as a temporary judge and/or settlement conference attorney for the San Diego Superior Court, you will have to successfully complete the following training:

- 3 hours of mandatory “**live**” training in bench conduct and demeanor, which includes bench conduct, demeanor, and decorum; access, fairness, and elimination of bias; and adjudicating cases involving self-represented parties. (See training schedule below.)
- 3 hours of mandatory training in ethics (now available on-line), which includes judicial ethics generally; conflicts; disclosures, disqualifications, and limitations on appearances; and ex parte communications. (See description below on page 2.)
- 3 hours of substantive training (available on-line) depending on what types of cases you hear (small claims, traffic, etc.). (See description below on page 2.)

NOTE: Individuals who serve only as settlement conference attorneys and do not serve as temporary judges are required to complete only the mandatory training in bench conduct and demeanor and ethics (they are exempt from the substantive training requirement).

The Court will conduct the **mandatory requisite “bench conduct and demeanor” training** course, which is required for *both* temporary judges and settlement conference attorneys as follows:

DATES FOR THE NEXT TRAINING WILL BE POSTED HERE SOON

If you wish to be placed on a list to receive an email notice of the next scheduled course, please contact the Temporary Judge Administrator

The courses offered by the Court are **free** of charge, and **refreshments are provided**. For the applicants’ convenience, temporary judge application materials will be available at the trainings and a mobile live scan provider will be present to perform the required background check. Best of all, participants will have an opportunity to earn a total of **3 hours of MCLE credits (2 hours of general credit plus 1 hour of elimination of bias credit)** for the bench conduct and demeanor course.

Please contact the court’s Temporary Judge Administrator at 619-531-4373 or holly.bullen@sdcourt.ca.gov, to register for the trainings.

(Note: Although **pre-registration is highly recommended** to allow the Court to adequately plan for refreshments, on-site registration will be available).

Mandatory Training in Ethics

The mandatory training in Ethics developed by the Education Division of the California Center for Judicial Education and Research (CJER) is **available on-line** at http://www2.courtinfo.ca.gov/cjer/pro_tem.htm.

Mandatory Substantive Training

In accordance with Rules of Court, rule 243.13(c), all current and future temporary judges will have to successfully complete three hours of substantive training, depending on the case types they want to hear.

Small Claims

All temporary judges wishing to serve in **small claims** must complete substantive training pursuant to CCP section 116.240(b) and rule 1726. CJER currently has an on-line course entitled *Small Claims Court: Procedures and Practices* available on the temporary judge resource page at <http://www2.courtinfo.ca.gov/cjer/pro tem.htm>. If you are applying to sit in small claims, you must provide the court with a copy of the Certificate of Completion of this on-line course that you can download and print after taking the course. On the certificate, you must certify that you have taken the on-line course and that you have reviewed the materials identified in the table of substantive law training topics in the course resources (a separate link on the temporary judge resource page directly beneath the Small Claims Court: Procedures and Practices link). To obtain three MCLE credits for taking the on-line course and reviewing the course resources, you should retain a copy of the Certificate of Completion for your records.

Traffic

All temporary judges wishing to serve in **traffic** must complete substantive training. CJER currently has an on-line course entitled *Traffic* available on the temporary judge resource page at <http://www2.courtinfo.ca.gov/cjer/pro tem.htm>. If you are applying to sit in traffic, you must provide the court with a copy of the Certificate of Completion of this on-line course that you can download and print after taking the course. On the certificate, you must certify that you have taken the on-line course. To obtain three MCLE credits for taking the on-line course and reviewing the course resources, you should retain a copy of the Certificate of Completion for your records.

Other Case Types

CJER is developing web-based, on-line substantive training courses relative to **dependency law, delinquency law, unlawful detainers, probate law, general civil law, and general criminal law**. You can check the status of the availability of these courses at <http://www2.courtinfo.ca.gov/cjer/pro tem.htm>. MCLE credit is available for the on-line courses provided by CJER (a copy of your Certificate of Completion will constitute your record of MCLE self-study credits).

Submission of Certificate of Completion: Please submit the Certificate of Completion for on-line courses to the Temporary Judge Administrator along with your application materials. Or, if you take the course after submitting your application materials, please mail or fax the Certificate to the Temporary Judge Administrator:

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